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July 8, 2022

**PROCUREMENT CIRCULAR NO. 2023-01**

TO: Office of the Governor, Chief Operating Officer  
Office of the Lieutenant Governor, Chief of Staff  
Hawaii State Public Library System, State Librarian  
Executive Department Heads (excluding Department of Education, University of Hawaii, Office of Hawaiian Affairs, Hawaii Health Systems Corporation)

CC: Administrative Services Offices

FROM: Bonnie Kahakui, Acting Administrator *Bonnie A Kahakui*

SUBJECT: Annual Submittal of Contract Logs and Posting of Awards

**Annual Submittal of Contract Logs**

Pursuant to Procurement Circular 2018-05, Amendment 1, departments shall submit contract logs for the previous fiscal year, annually on August 10<sup>th</sup>.

A contract log is a useful tool in managing current contracts and planning future procurements. Departments who have failed to maintain such contract logs experienced lapsing contracts, contractors working at risk, and violations of the procurement code.

Each Executive Branch Department Head shall develop and maintain a contract log for all Department active contracts. In accordance with Hawaii Revised Statutes (HRS) 103D-212, Collection of Data Concerning Public Procurement, Department Contract Logs shall be submitted to the Executive Branch Chief Procurement Officer (CPO) for statistical purposes.

As CPO of Executive Branch, and under the authority of HRS 103D-206(1), this process is required to ensure that due diligence in procurement and contract management is being conducted at the Department level.

Please refer to [Procurement Circular 2018-05, Amendment 1](#), for guidance on format requirements.

### **Posting of Awards**

Reminder: All procurement contract awards must be posted on the Hawaii Awards and Notices Data System (HANDS) within seven (7) calendar days after the Notice of Award Date, pursuant to [Procurement Circular 2019-05](#).

The State Procurement Office conducted a random check on contract logs submitted for fiscal year 2021 and found that forty-eight percent (48%) of contract awards were not posted.

Questions concerning this Procurement Circular may be directed to Jittima Laurita at 586-0766 or [Jittima.laurita@hawaii.gov](mailto:Jittima.laurita@hawaii.gov).

Hyperlink Attachment: [Contract Log Sample  
Hawaii Awards and Notices Data System \(HANDS\)](#)